

***NATIONAL WEATHER SERVICE EASTERN REGION SUPPLEMENT 04-2003  
APPLICABLE TO NWSI 20-103  
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***Training and Education  
Training and Education, NWSPD 20-1  
Forecaster Development Program Training, NWSI 20-103***

***GUIDELINES FOR PAPERS AUTHORED BY EASTERN REGION EMPLOYEES***

**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

**OPR:** W/ER3x5 (H. Hauser)

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**Type of Issuance:** Routine

***SUMMARY OF REVISIONS:*** This supplement supercedes "Guidelines for Papers Authored by Eastern Region Employees," filed with Training and Education Policy, NWSPD 20-1 and Directives System – Forecaster Development Program Training, NWSI 20-103, dated December 10, 2003. Changes: 1) Removal of appendices A-H. Information on all types of publications can be accessed via the Eastern Region Publication web site: <http://www.werh.noaa.gov/ssd/erps/erps.html> , 2) Appendix I has been renamed Appendix A.

<*SIGNED*>

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November 4, 2004

Date

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**1. Introduction.** The purpose of this supplement is to establish policies and procedures to be followed by the National Weather Service (NWS) Eastern Region (ER) employees concerning the submission, review, and subsequent publication of all forms of internal and external publications.

**2. Policies and Procedures.** This supplement establishes the following policy: any manuscript authored or co-authored by a NWS ER employee will be submitted to the ER Scientific Services Division (SSD) Publication Focal Point (PFP) and ER SSD Chief for review to ensure scientific integrity and adherence to NWS policies and procedures. Participation in conferences by ER personnel for the purpose of reporting on research which was conducted on official duty or used government resources must also receive prior approval from ER SSD.

## **2.1 Overview.**

**2.1.1 General Comments on Various Publications.** ER management encourages employees to carry out scientific studies and investigations and communicate the results to others. There are several ways the results can be documented. The appropriate medium varies from study to study and depends on the scope and depth of the investigation and its intended audience.

The easiest way to document a study is to informally write it up and include it in the office reference files. Documentation might include elements such as: meteorological maps, analyses, interpretive discussions, and satellite imagery. Form and content can vary; however, the results should satisfy the intended purpose of the study and are shared within the office. For studies

intended to receive wider distribution beyond the office, more structured documentation and a review by SSD is required. Appropriate types of publication information are given at the Eastern Region Publication (ERP) web site: <http://www.werh.noaa.gov/ssd/erps/erps.html>. In addition, new technologies are encouraged to be utilized to convey information, see the Electronic Supplemental Material web site at: <http://www.werh.noaa.gov/SSD/erps/electronic.htm>

**2.1.2 Quality of Work.** It is the responsibility of the author to convey the main points of the work in a concise and logical manner. In addition, data and information must be accurate, and figures must be clear and legible. ER SSD can provide assistance with these, but the author has final responsibility for manuscript and figure quality. Generally, ER SSD recommends manuscripts and references follow a format and style similar to the refereed journals of the American Meteorological Society (AMS) (<http://www.ametsoc.org/>). See the AMS author's guide ([http://www.ametsoc.org/pubs/authorsguide/pdf\\_vs/authguide.pdf](http://www.ametsoc.org/pubs/authorsguide/pdf_vs/authguide.pdf)) for details. For the purpose of review, figures and tables should be submitted on separate pages and not embedded in the main body of the manuscript. The manuscript, as well as satellite images, radar pictures, figures, photographs, and tables should also be sent electronically whenever possible. Additional information on each publication type can be found on the ERP web site at: <http://www.werh.noaa.gov/ssd/erps/erps.html>. Authors should consult with their MIC/HIC, SOO/DOH, and/or SSD if they are in doubt of the proper medium for their work.

**2.1.3 Role of Supervisors.** The Division Chief (DC), Meteorologist in Charge (MIC), or Hydrologist in Charge (HIC) should encourage the development of studies by members of their staff. The oversight of research and development and the papers that result from such efforts will be the responsibility of the DC, Science and Operations Officer (SOO), or the Development and Operations Hydrologist (DOH). The DC, SOO, or DOH will review all manuscripts before they are submitted to ER SSD. All locally reviewed manuscripts must be approved through the appropriate DC, MIC, or HIC before submission to ER SSD.

**2.1.4 Role of SSD.** It is ER SSD's responsibility to provide clearance for all manuscripts including informal publications, and for manuscripts intended for formal publication. Manuscripts, including abstracts, are reviewed by SSD for scientific accuracy and technical correctness, adherence to NWS policy and procedures, and must be presented in a clear, concise, and credible form. In the review phase, ER SSD will critique and provide editorial suggestions, which may require additional iterations of review and rewriting. In the publication phase, ER SSD will provide guidance on selecting the appropriate venue for publication. All manuscripts are tracked in the ER SSD Publication database to ensure timely review.

**3. Disclaimers and Acknowledgments.** There may be instances where the author's views do not express those of the NWS, thus warranting a disclaimer (NDS 100-1, <http://www.nws.noaa.gov/directives/100/100.htm>). There may also be instances where data sources or services used in the reported work need to be acknowledged. Should ER SSD determine that a manuscript requires such a designation, the author will attach either the appropriate disclaimer or acknowledgment within the manuscript. Specific disclaimer and acknowledgment information is found in Appendix A.

**4. Final Comments.** This supplement has been written to assist Eastern Region employees interested in writing papers for publication. It is intended to show prospective authors what is expected of them and what they can expect from others throughout all stages of a paper's

development. The goal is to assist authors in producing a final paper that will be a quality product that reflects favorably upon themselves and the National Weather Service.

## Appendix A.

### Disclaimers and Acknowledgments

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**1. Overview.** When instances arise where an ER employee authors a manuscript, and: 1. the author's views do not express those of the NWS, 2. data sources or services used in the reported work need to be acknowledged, then the appropriate disclaimer or acknowledgment will be attached to the manuscript.

**2. Disclaimers.** Should ER SSD determine that a manuscript could reasonably be misconstrued as presenting a position of the National Weather Service (NWS) when it does not, the following disclaimer is required: **"The views expressed are those of the author(s) and do not necessarily represent those of the National Weather Service."** per National Weather Service Directive 100-1.

### **3. Acknowledgments.**

#### **3.1 Specific Acknowledgments.**

**3.1.1 Lightning Acknowledgment.** Lightning data is provided to the NWS by Vaisala/GAI. The agreement NWS has with Vaisala/GAI states the company provides lightning data under a limited use license with the NWS. The data is always the property of the company. The contract allows the NWS to receive and use the data in real time, archive the real time data for later application by authorized users, and purchase archive data. No redistribution outside of the authorized users listed in the agreement is allowable.

When using the data for formal presentation or refereed papers, please provide the following acknowledgment: **"Use of lightning data by the NWS provided through a license agreement with Vaisala/GAI."**

**3.1.2 Grant or Project Acknowledgment.** Research that is supported by a grant (i.e., CSTAR or COMET) will provide an acknowledgment to include the grant number, grant or project title, and where to obtain additional information regarding the grant or project. When providing a grant or project acknowledgment, use the following as a guide: **"This work was supported by <Grant name and number>, awarded to <Institution> as part of the <grant or project name>. Additional information concerning <grant or project name> may be found at <internet address>."**

## **Attachment 1**

### **Glossary of terms**

#### ***Terms***

**External publications** - The distribution of an ER publication outside NOAA/NWS to the wider scientific community, including international distribution; or referring to outside of NOAA/NWS.

**Formal publication** - A review of a publication that undergoes an external, rigorous peer review.

**Informal publication** - A review of a publication that undergoes review by ER SSD and not an external peer review.

**Internal publications** - The distribution of an ER publication with NOAA/NWS primarily intended for NWS personnel.

**Refereed journal** - a publication that contains only articles or papers that have undergone an external peer review.